



DEPARTMENT OF THE ARMY  
U.S. Army Recruiting Battalion Houston  
1919 Smith St. Suite 1529  
Houston, Texas 77002

REPLY TO  
ATTENTION OF:

RCSW-HO-CO

02 March 2007

MEMORANDUM FOR ALL ASSIGNED PERSONNEL

SUBJECT: Leaves, Passes, and Time Off Policy, Letter #13, This policy supersedes Leave, Passes and Time Off Policy Letter #13, dated 26 May 2006

1. First of all, I would like to thank each and every one of you for the sacrifices required in recruiting. Secondly, I thank everyone who has given me direct feedback over the last few months via email, surveys, command climate participation, telephone calls, etc. Based on your feedback, I have realized that critical to our success in recruiting is predictability and extraordinary leadership. Your feedback has made it clear that I need to reemphasize and highlight my maximum standards for leave/duty day/weekend so that everyone is on the same page. Therefore, below is a reminder of my policy on leave/duty day/weekend.
2. Bottomline, see below and don't hesitate to provide feedback directly to me via my cell (b)(6) or email (b)(6), if operations are not planned, prepared and executed within these policies and guidelines. I will guarantee that there will be zero retaliation for any feedback I receive and any deviation from policies below will require my approval and knowledge.
3. Leaders at all levels must plan, prep and execute plans within these guidelines so that everyone fully understands the importance of "Family Always, Mission First" and "Balance the Day, Balance the Week and exceed YTD mission accomplishment each month" mentality in Houston. I will continue to conduct random checks to ensure these policies are being enforced and I also expect you to not violate any of these policies. Violators will have to come to my office to explain why they had to violate any of these policies.
4. This policy letter will also be forwarded to your spouses so that everyone is aware of maximum standards set in the battalion so that they understand that the family unit is the most important unit in this battalion. I absolutely understand that there are some (i.e. me) who will voluntarily work beyond the restrictions outlined below but need to make sure that is a personal choice and not a forced requirement and that your families understand that you are working past the maximum by choice.

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5. I expect everyone to recruit with integrity and I expect all of my leaders to lead with integrity so continue to provide me with your candid feedback and we will continue to move our Battalion in the right direction. We are a nation at war and in a battalion with significant challenges; I expect everyone to work hard everyday but I also expect everyone to backward plan so that we have predictability and that everyone can enjoy and predict family time.

6. Policies below effective 13 March 2007 to give leaders some time to make adjustments now so that everyone starts RCM April 07 on correct azimuth. Please share this email with your families, especially those spouses who have not given us their contact (i.e. email address) information.

a. Leave Policy

- Normal leave must be planned and paperwork submitted at least 6 weeks in advance
- Less than 25% of company or BN HQs on leave at same time
- Primary and Secondary Leaders can not be on leave at same time and there must be overlap after one return and before the other goes on leave
- Convalescent/emergency/retirement/pre-school/etc leave and pass considered on case by case basis.
- No more than 7 days leave at any given time 3x a fiscal year and one 14 day leave authorized once each fiscal year
- Disapproved leave must be briefed by each Company Commander or First Sergeant at Battalion command and staff meeting each week

b. Duty Day/Weekend Policy

- Duty day ends at 1800 and not to exceed 13 hours for rest of RCM for individual recruiters that achieve their RCM net mission accomplishment (2 per). Rest of RCM to be used to meet MAP requirements to fill funnel for overproduction and/or following RCM
- Duty Day for anyone in the battalion not to exceed 13 hours and hours can not be carried over to next day or week. Once the day is over, the clock starts again on the following day. The clock starts when you arrive at PT or office or 1st duty appointment/event. Key to success is to maximize the duty day and backwards plan far in advance at all levels.
- Minimum 1 weekend (Sat and Sunday) per RCM off per recruiter (holiday weekend included). Thus, if holiday 3- or 4-day weekend, in RCM, that may be the only weekend off given processing Sat and events.

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- USAREC 3- or 4-day weekend require my approval to work (it actually requires CG approval but to ensure we are always in compliance, it will require my approval and no one in the battalion allowed to approve on my behalf)
- Non duty day "events" must be assigned evenly so that everyone participates evenly and comp time must be assigned before event occurs. Non-duty day is defined as exceeding the 13 hours a day or a day that has already been determined to be a day off.
- Deviations on duty day/weekend restrictions must be briefed by each Company Commander and/or First Sergeant at Battalion command and staff meeting ea week to include anyone who has to work past 2100 on any given day

7. Any deviations from this policy and guidance require my knowledge and approval - without exception. HOOAH!

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